

# Great Neck Community School

## Events and Committees for the 2011-2012 School Year

Great Neck Community School requires that each family volunteer at least 6 hours of their time during each school year to help out at the school, which contributes to the spirit of community and enhances their child's education. Volunteer hours are met by working on one or more events or fundraisers or by working on one or more administrative committees, which help out in many areas of the school. This handout describes the various ways that you can volunteer.



### EVENTS & FUNDRAISERS

**FALL FAMILY FESTIVAL.** This is our first big event of the school year, held on a Saturday in October. It is an outdoor event (weather permitting) open to all Great Neck Community School families. The activities include playing on our playground, scarecrow making, music and other entertainment, face-painting, cookie decorating, and crafts. We also provide refreshments. Families pay a "per family" admission fee. Traditionally, we have also had raffle prizes. Volunteers will help plan and run the activities, work at craft tables and refreshment tables, visit local stores for donations of raffle prizes.

***You may want to work on this event if:***

- ✓ You like to work with others to plan an event and can meet with your committee at mutually agreeable times.
- ✓ You are able to volunteer on the day of the event (Saturday, October 22, 2011).
- ✓ You would like to fulfill most or all of your volunteer commitment early in the school year.

**BOOK FAIR.** In collaboration with Scholastic Books, Great Neck Community School runs a Book Fair in late January or early February of each school year. The Book Fair opens for business on a Saturday and continues during school hours and in the evening on Monday and Tuesday as well as on Wednesday morning. Scholastic Books provides all of the books and displays. Volunteers unpack the boxes and set up the displays, re-stock as necessary and collect payment for the books sold. At the evening hours, we also have pajama parties and storytelling for the children, as well as crafts and refreshments. Traditionally, Clifford the Big Red Dog (a parent dressed in costume) has visited the children on opening day. The children really enjoy all of the activities associated with the Book Fair.

***You may want to work on this event if:***

- ✓ You like to work with others.
- ✓ You would enjoy working in a "store," and setting up displays and selling books. (Sat., Jan. 28, 2012, Mon. Jan. 30, 2012, Tue., Jan. 31, 2012 & Wed., Feb. 1, 2012)
- ✓ You are available to work on one or more of the days and/or evenings of the Book Fair.
- ✓ You (or your spouse) would love to dress up as Clifford. (This is NOT a requirement.)

**HEALTH FAIR.** The Health Fair is an event which takes place during school hours, traditionally on a Friday in March. Its purpose is to introduce children to things that they may encounter at a visit to a doctor's office. It is intended to alleviate any fear or hesitation that children may have in visiting the doctor. The event is a lot of fun for the children. They learn about x-rays, nutrition, physical fitness, and how their bodies work.

***You may want to help with the Health Committee if:***

- ✓ You have an interest in health or medical related issues. (No professional experience required.)
- ✓ You are available to volunteer for at least 2 hours during school hours on the day of the Health Fair (tentative March 2, 2012). All volunteering is during school hours.
- ✓ You would like to complete some or all of your volunteer hours while your child is in school.
- ✓ You would enjoy working with the children at the Health Fair.

**PARENT SOCIAL/RAFFLE EVENT.** This event is a special “grown up” night out for the parents and teachers. It has traditionally been held in March. In the past few years, the Parent Social has been held in such places as the George Washington Manor, Harbor Links Golf Club, the Knickerbocker Yacht Club and the Merchant Marine Academy. The venue is decided by the committee and based on enrollment and the best economic value. It is a night of dinner, drinks and dancing, and includes a raffle.

***You may want to work on this event if:***

- ✓ You like to plan parties.
- ✓ You like to work with others on a committee and can meet with them at mutually agreeable times.
- ✓ You are good at soliciting for donations of raffle prizes.
- ✓ You have a flair for decorating and/or designing invitations and themes.
- ✓ You are organized and detail oriented and can keep track of RSVPs and Thank Yous.
- ✓ You enjoying organizing and wrapping prizes.

**MAYFAIR/SPRING EVENT.** This is the last big event of the year, traditionally held in May (and occasionally early June). Like Fall Festival, it is a big celebration for Great Neck Community School families held outdoors on our playground (weather-permitting). MayFair/Spring is usually more carnival-like than Fall Festival and in the past few years has included a face painter, bounce ride and other fun activities. Families pay a “per family” admission fee. Traditionally, we have a 50/50 raffle and some other raffle prizes. Volunteers will help plan and run the activities; work at games, crafts and refreshment tables; solicit local restaurants for donations of food and drinks; pick up and deliver food; and clean up.

***You may want to work on this event if:***

- ✓ You like to work with others to plan an event and can meet with your committee at mutually agreeable times.
- ✓ You are able to volunteer on the day of the event (a Saturday in May or June).
- ✓ You would like to have most of the school year to plan your event.

**TEACHER RECOGNITION DINNER.** This is a very special dinner held in honor of all of the teachers. Parents of 3 and 4-year-olds who are “graduating” and Board Members are invited, as are the teachers. It has traditionally been held at the home of a Great Neck Community School parent and parents provide the food. In the past, it has been held a day or two after school ends in June.

***You may want to work on this event if:***

- ✓ You like working with others to plan parties and can meet with your committee at mutually agreeable times.
- ✓ You would like to have most of the school year to plan your event.
- ✓ You would like to be part of a very special event to honor the teachers.

**FUNDRAISING.** Great Neck Community School has a fundraising committee that seeks out new ways to raise money for the school and then helps to publicize the fundraisers to the parents. The committee is headed by the school's Financial Secretary, who is a member of the Executive Board. In the past we have had shopping days and gift wrapping at Barnes and Noble and an evening where Pancho's donated a percentage of dinner checks to our school, as well as an ArtWare fundraiser, which prints your child's artwork on t-shirts, mugs, mouse pads, etc.

***You may want to work on Fundraising if:***

- ✓ You like to discover/research new ways to raise money for the school.
- ✓ You are comfortable approaching local stores and restaurants about hosting events.
- ✓ You need to have flexibility as to when you volunteer your time.

**YEARBOOK.** For the past several years, Great Neck Community School has had a yearbook which includes individual and class photographs of all of the children, as well as highlights of the events throughout the year. Parents are also invited to place ads in the yearbook with special messages for their children and/or for the teachers. The yearbook is a great memento for the children to remember their years at Great Neck Community School.

***You may want to help put together the yearbook if:***

- ✓ You are detail-oriented and creative.
- ✓ You are comfortable with the computer and can help create ads and photographic collages.
- ✓ You are a good proofreader.

**PHOTO DAY.** In October or November, a professional school photographer comes to Great Neck Community School to take individual and class photographs of the children. Parents are given the opportunity to review the proofs and order photographs. The photographs are also published in our Yearbook. Parent volunteers are needed to help organize the classes and staff on Photo Day and to follow-up with orders, money collection and distribution of the photographs.

***You may want to help with Photo Day if:***

- ✓ You are available on the day that Photo Day is scheduled.
- ✓ You would like to do some or all of your volunteer hours while your child is in school.

## **ADMINISTRATIVE COMMITTEES**



**CONTRACTS AND LEGAL.** From time to time, Great Neck Community School needs an attorney to review contracts (such as enrollment contracts) and other legal documents. The school may also need legal advice with respect to contracts or in other areas of law. Members of this committee must be attorneys and will need to become familiar with the school's by-laws.

***You may want to work on the Legal Committee if:***

- ✓ You are an attorney who specializes in an area of law that would be helpful to the school.
- ✓ You would like to do some or all of your volunteer hours from your home or office.

**ADMINISTRATIVE SUPPORT COMMITTEE.** This committee will assist in various administrative tasks at the school. This work includes assisting in the office when the Business Administrator needs additional help with office work or will be out for part or all of the day. On these days, parent volunteers are asked to help in the office by answering phones and doing light office work. In addition, one or two volunteers will be needed to prepare a state form that tallies the vaccinations on our students' health forms to ensure compliance with state health regulations. Finally, volunteers will be needed to assist professionals with record keeping on the Vision Screening Day and the Hearing Screening Day. Assistance in the Library with shelving books, entering new purchases in our Library CD and our Record Book.

***You may want to volunteer to work on this committee if:***

- ✓ You would like to fulfill most or all of your volunteer commitment while your child is in school. (You can volunteer for the exact hours that your child is in school.)
- ✓ You enjoy answering telephones and doing light office work.
- ✓ You enjoy organizing.
- ✓ You are detail oriented.
- ✓ You would like some flexibility as to when you volunteer your hours. (The State Health Report can be completed at the hours that are most convenient for you, as long as it is during the school day.) This report must be completed and mailed by October 25, 2011.
- ✓ All hours on this committee are between 9:00 a.m. and 3:45 p.m. during school days.

**HOSPITALITY & SHOPPING ASSISTANCE.** Volunteers are asked to purchase items needed at the school (and are reimbursed by the school). For example, they may be asked to buy several bottles of apple juice, boxes of crackers, bags of pretzels, paper goods, etc. More shopping usually takes place around holidays, when classes may have special parties.

***You may want to volunteer to shop if:***

- ✓ You need to have a little flexibility as to when you volunteer your time. (That is, you will be able to shop either day or evening, when you may be doing your family's food shopping, and then deliver the items to the school during school hours.)
- ✓ You have a membership at Costco, BJ's or another wholesale club.

**SCHOLASTIC ADMINISTRATION.** Approximately six to eight times during the school year, parents are given the opportunity to order specially-priced books from Scholastic Books. An order form is distributed to the parents. This is a one person committee. The person who chooses this position will be responsible for tallying each class' book order onto a master order form and submitting the order to Scholastic by mail. You will also need to check each child's order to see that forms are completed and that the correct amount of money is submitted.

***You may want to be the Scholastic Administrator if:***

- ✓ You prefer to work on your own and do your work from home.
- ✓ You are detail oriented.
- ✓ You would like to have some flexibility as to when you do your volunteer time.

**COMMUNITY INVOLVEMENT.** Great Neck Community School likes to teach children the importance of the community outside of our school and homes. This committee is responsible for finding

appropriate avenues to involve the school in community service activities, such as clothing drives, holiday toy drives, special projects with senior citizens, and involvement with other needy causes. Parents (with their children) can create contribution boxes. New ideas of giving are always appreciated.

**PUBLICITY.** The publicity committee is responsible for the marketing of the school to the public, with a goal towards enrolling new families. This committee will work with the Director to create our advertising and marketing tools, such as the advertisements that we place in newspapers. We are looking for venues to display our school and enlisting volunteers for example the AutoFest or the May Crafts Fair in Great Neck.

***You may want to work on publicity for the school if:***

- ✓ You have marketing, advertising or graphic design experience.
- ✓ You are creative.
- ✓ You prefer to have some flexibility as to when you volunteer your time.
- ✓ You prefer to do most of your volunteer time from home.
- ✓ You enjoy doing computer graphics.

**PUBLIC RELATIONS.** This committee is responsible for writing news articles about events and current happenings at Great Neck Community School and submitting the articles to local newspapers for publication.

***You may want to work on public relations if:***

- ✓ You have journalism experience or an interest in writing articles for publication.
- ✓ You prefer to have some flexibility as to when you volunteer your time.
- ✓ You prefer to do most of your volunteer time from home.

**PARENT PHOTOGRAPHER .** At least one parent or more is needed to photo document activities and events in each classroom throughout the school year. If you are familiar with down loading photos on the computer and enjoy photography.

***You may want to work on this project if:***

- ✓ You are interested in scanning and organizing photographs.
- ✓ You have a scanner.
- ✓ You are organized and detail oriented.
- ✓ You prefer to have some flexibility as to when you volunteer your time.
- ✓ You prefer to do most of your volunteer time from home.